

**CITY OF LOS ANGELES**  
**VENDOR SETUP REQUEST FORM FOR AUTOMATED CLEARING HOUSE (ACH) PAYMENT**

For City Dept. Use Only Verified <input type="checkbox"/> Yes <input type="checkbox"/> No Initials _____ Date _____
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**INSTRUCTIONS:**

This form is to request electronic payments in lieu of regular paper checks. Through the Automated Clearing House (ACH), the City of Los Angeles directly credits your bank account. ACH payments are secure, quicker to receive, and immediately available. Vendors who sign up for ACH payments will continue to receive a remittance advice by mail.

To request for ACH payment, please complete the form below, gather the required documentation, and submit to the Accounts Payable Section of the primary City Department that you do business with (e.g. Transportation, General Services, etc.).

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**CITY DEPARTMENT INFORMATION:**

Name of City Department you do business with \_\_\_\_\_

Department Contact \_\_\_\_\_ Department Contact Phone Number \_\_\_\_\_

**VENDOR IDENTIFICATION:**

Vendor Name \_\_\_\_\_

Alias/DBA Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

City of Los Angeles Vendor Number (if known) \_\_\_\_\_

TIN/EIN/SSN \_\_\_\_\_

City Business Tax Registration Certificate (BTRC) Number\* \_\_\_\_\_

*\*BTRC number is obtained through Office of Finance for persons or entities that engage in business within the City of Los Angeles. For any questions about your BTRC number or if you need a BTRC, please call the Office of Finance at 213-473-5901.*

**BANK ACCOUNT INFORMATION:**

Bank Account No \_\_\_\_\_ Type (Checking or Savings) \_\_\_\_\_

ABA (Routing) No. \_\_\_\_\_  
(Must have 9 digits)

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Contact Name \_\_\_\_\_ Bank Contact Phone Number \_\_\_\_\_

**REQUIRED DOCUMENTATION:**

To enroll for ACH payments, please complete this form and include the following required documentation:

- Deposits to a checking account must include a blank check with the word "VOID" written across it; or
- A bank letter with an authorized signature from their banking representative
- Deposits to a savings account must include a pre-printed deposit slip for the account

**ACH-VENDOR AGREEMENT:**

The City of Los Angeles is hereby authorized to initiate automatic deposits to my account at the financial institution named herein. I also authorize City of Los Angeles to make debit entries against this account in the event that a credit entry is made in error, and further agree to remove any ACH debit blocks or filters to allow the reversal if necessary.

The City of Los Angeles will not be held responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or my financial institution or due to an error on the part of my financial institution in depositing funds to my account. I confirm that I have contacted my financial institution and that the information supplied herein is the correct information to receive ACH credits to my account.

This agreement will remain in effect until City of Los Angeles receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form in such time as to afford the City of Los Angeles a reasonable opportunity to act upon it.

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**CERTIFICATION:**

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE SIGNED \_\_\_\_\_

Note: Must be authorized Principal signature

I hereby certify that I am authorized to sign this agreement on behalf of \_\_\_\_\_  
(Vendor Name)

PRINT NAME \_\_\_\_\_ Phone Number \_\_\_\_\_

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